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Nikki R. Jackson
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MEMORANDUM

PERSONNEL MEMO 08-01

TO: Cabinet Secretaries
Agency Heads
Personnel Executives
Personnel Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: January 11, 2008

SUBJECT: Background Reviews

Effective January 14, 2008, the Personnel Cabinet will be conducting a review of the Administrative Office of the Courts records for each appointment, promotion and reclassification. These procedures will ensure application of consistent and best hiring practices which will benefit both applicants and agencies.

This will extend the Personnel Cabinet's approval process by approximately two business days. It is recommended that all Agencies plan their personnel actions accordingly.

In accordance with KRS 18A.125, those candidates recommended for appointment should not begin work until a P-1 action is approved, as payment for services cannot be rendered until final approval of the Personnel Cabinet is granted.

Additional information will be sent to Personnel Administrators in each agency detailing the procedures.